

**MEMORANDUM OF UNDERSTANDING (MOU) FOR INFORMATION SHARING
BETWEEN THE IOWA DEPARTMENT OF PUBLIC HEALTH, BUREAU OF
NUTRITION AND HEALTH PROMOTION AND THE USDA, FOOD AND NUTRITION
SERVICE (FNS) DES MOINES FIELD OFFICE**

In order to promote cooperation and reduce vendor/retailer abuse in both the Supplemental Nutrition Assistance Program (SNAP) [formerly known as the Food Stamp Program] and the Women, Infant and Children (WIC) Program, the undersigned parties agree to the following:

I. Responsibilities of the FNS Field Office

- ☒ Provide the WIC State agency with the name, title, and address of the FNS Field Office where information on violative WIC vendors should be sent.

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- ☐ Provide the WIC State agency with general information on the process of authorizing SNAP retailers.
- ☐ Provide the WIC State agency, upon request, with a list of all SNAP-authorized retailers statewide. Note: Retailer authorization information is subject to change frequently and therefore this list may not be completely current after a period of time.

- ☒ Provide the WIC State agency with the following:

- ☒ charge letters
- ☒ letters of determination
- ☒ final notices
- ☐ warning letters
- ☐ statewide retailer informational notices
- ☐ press releases on sanctioned firms

- ☒ Provide the WIC State agency with letters and notices of retailer disqualification:

- ☐ when such letters and notices are provided to a retailer
- ☐ when a sanction is imposed on a retailer
- ☒ no later than 15 days after a retailer's opportunity to appeal a SNAP sanction has either expired or been exhausted

- ☒ Include the statement--“Disqualification from the Supplemental Nutrition Assistance Program [formerly known as the Food Stamp Program] may also result in a WIC Program disqualification which is not subject to administrative or judicial review under the WIC Program. A civil money penalty from the Supplemental Nutrition Assistance Program may also result in a WIC Program disqualification, but such disqualification would be subject to administrative and/or judicial review under the WIC Program”—on the following letters and notices:

- ☒ charge letters
- ☒ letters of determination
- ☒ final notices

- ☒ Provide the WIC State agency, upon request, with information on specific SNAP authorized retailers that is not available to the WIC State agency through the FNS Store Tracking and Redemption Subsystem (STARS) database.
- ☒ Forward any inquiries/complaints received from retailers concerning the WIC Program.

II. Responsibilities of the WIC State agency

- ☒ Provide the FNS Field Office with the name, title, and address of the WIC State agency where all information on abusive SNAP retailers should be sent.

Name/Title: Brenda Dobson, Bureau Chief
Address: Iowa Department of Public Health
Bureau of Nutrition & Health Promotion
Lucas State Office Building
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- ☐ Provide the FNS Field Office with general information on the process of authorizing WIC vendors.
- ☒ Provide the FNS Field Office, no later than 15 days after a vendor's opportunity to appeal a WIC sanction has either expired or been exhausted, a copy of all notices of administrative action for the mandatory sanctions set forth in section 246.12(l)(1)(i) through (l)(1)(vi) of the federal WIC regulations. Such notice must include the name, address, and SNAP retailer identification number of the vendor, the type(s) of violation(s), and the length of disqualification or the length of the disqualification corresponding to the violation for which a civil money penalty was assessed.

- ☒ Include on all disqualification notices to WIC vendors the following statement:
"This disqualification from WIC may result in disqualification as a retailer in the Supplemental Nutrition Assistance Program [formerly known as the Food Stamp Program] per section 278.6(e)(8) of the federal Supplemental Nutrition Assistance Program regulations. Such disqualification may not be subject to administrative or Judicial review under the Supplemental Nutrition Assistance Program."
- ☒ Provide the FNS Field Office, upon request, a copy of all notices of administrative action for the State-agency established sanctions authorized by section 246.12(l)(2) of the federal WIC regulations, or letters of warning for any such violation.
- ☐ Provide the FNS Field Office, upon request, information on specific WIC-authorized vendors.
- ☐ Provide the FNS Field Office with the final annual The Integrity Report (TIP) Vendor Report
- ☒ Forward to the FNS Field Office, any inquiries/complaints received from retailers concerning the SNAP.

III. The undersigned parties further mutually agree that

- ☒ Information exchanged in accordance with this agreement must be disclosed and used only in direct connection with the administration and enforcement of WIC and SNAP regulations and procedures, except that such information must be disclosed to the Comptroller General of the United States and other authorized officials for audit and examination authorized by law. Under no circumstances should such information be disclosed to any State personnel who are not directly involved in the management of vendors in the WIC Program, other public or private agencies, or to private citizens or enterprises not directly involved in State agency vendor management. The protected information includes all information exchanged about retailers/vendors, as well as about investigations of retailers/vendors, such as the identities of investigators and investigative aides.
- ☒ Upon mutual consent, the WIC State agency and the FNS Field Office may work together on joint compliance investigations.
- ☒ To prevent possible damage to planned or ongoing investigations by either the WIC State agency or the FNS Retailer Investigation Branch, the WIC State agency may submit to the FNS Field Office a list of projected vendor investigations for forwarding to the FNS Retailer Investigation Branch. Any request of such information from either party must be accompanied by assurances that the information will be kept confidential.

- ☒ Information received by the WIC State agency on SNAP investigations must not be disclosed to local agencies unless specific prior approval has been given by the SNAP, except as is subject to State freedom of information laws and regulations.
- ☐ The parties agree to explore the greater use of SNAP and WIC State agency automated systems for the sharing of retailer/vendor information.
- ☐ Any further restrictions by the WIC State agency regarding information exchanged must be listed below:

Any of the offices listed below may terminate this MOU with 30 days advance notice to the other party. This MOU will remain in effect until such notice is given.

Brinda Dalton

Director
WIC State agency

9/26/11

Date

Janet A. [Signature]

Officer-In-Charge
FNS Field Office

9/14/2011

Date